



**OFFICE OF THE CHIEF PROCUREMENT OFFICER  
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018  
CHICAGO, ILLINOIS 60602-1375  
(312) 603-5370

THIS PURCHASE ORDER NUMBER  
MUST APPEAR ON ALL PACKAGES,  
INVOICES, SHIPPING PAPERS AND  
DROP SHIPMENTS.

PURCHASE ORDERED ISSUED TO  
753003

Paper Solutions  
P O Box 2733  
Cedar Rapids IA 52406

DATE  
3/28/2016  
F.O.B. POINT

PURCHASE ORDER NO.  
**194833 - 000- OP**  
REQUISITION NO.  
00123022 OR

**COOK COUNTY FEIN: 36-6006541  
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04  
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K**

**SHIP TO** Animal Control  
Bridgeview Court Bldg. - 5th Dist Court  
10220 South 76th Avenue - 2nd Floor  
Bridgeview IL 60453

**DELIVERY INSTRUCTIONS**

Animal Control Attn: Mark  
Rosenthal 708-974-6793

DEPT NO	
5100585	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	RABIES CERTIFICATE BOOKLETS AS PER CONTRACT NO. 1626-15366 CONTRACT PERIOD: APRIL 15, 2016 THROUGH APRIL 14, 2017 AMOUNT AUTHORIZED: \$11,880.00 *** THE VENDOR SHALL ADHERE TO THE COUNTY'S GENERAL CONDITIONS ATTACHED HERETO *** TOTAL AMOUNT ENCUMBERED INCLUDING THIS P.O. \$11,880.00 *** BALANCE ON THIS P.O.	9,000.00 EA	1.3200	11,880.00	5100585.520500
***** Total Order *****				11,880.00	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE CHIEF PROCUREMENT OFFICER

**RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)**

I hereby certify that I have received the goods/services reflected above and that the items referenced are in full conformity with the purchase order/contract.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that this purchase is in agreement with the requisition on file authorizing the expenditure and is properly approved.

CHIEF PROCUREMENT OFFICER

Date: \_\_\_\_\_

*John E. R.* 13 April 2016

*CR*

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number  
**194833**

*De UK*

Requisition # **OR 123022** Contract # **1626-5366**

Ship To: **8000019 Animal Control**  
**Bridgeway Court Bldg - 5th D**  
**10220 South 78th Avenue - 2nd**  
**Bridgeway IL 60453**

Delivery Instructions:  
**Animal Control Attn: Mark**  
**Rosenthal 708-674-6793**

Supplier: **299999 TEAM LEAD MAILBOX**  
**753003**

One Time Purchase  Yes  No Covers Need for \_\_\_\_\_ months. Specific Period of time \_\_\_\_\_ thru \_\_\_\_\_

Line # \_\_\_\_\_ Commodity \_\_\_\_\_ Description \_\_\_\_\_

1,000 966 Rabies Certificate Booklets Rabies Certificate Booklets < > 5000.00 EA 1.1100 9,990.00 5,100585.520500

9,000 Rabies Certificate Booklets  
Bound Booklets  
SCOPE:  
4"x8" Bound Booklet with 1/2" left stub  
double staple on left edge. Perforated 1/2" from left side  
3 part colored NCR (no carbon required) paper with manila 7.5 point  
50 sets per booklet  
COVER: Exhibit 1  
Manila 7.5 point 4"x8" 1/2 inch from cover, scored 1/2 inch from left  
side,  
13 inch wrap around back cover.  
(Ticket book style binding) Double scored at 6 inch and 6 1/2 inch to  
accommodate the right edge of book:  
COVER TEXT: Exhibit 1

The Statement on the cover should be centered and printed in black ink  
with the specified  
fonts sizes and read as follows:  
CARBONS (60 point font-black ink-bold-center)  
NOT NECESSARY (60 point font-black ink-bold-center)  
BE SURE THIS PAGE IS BETWEEN EACH SET BEFORE USING CERTIFICATE (14  
point font-black ink-bold-center)  
"ONE COPY OF CERTIFICATE MUST BE FILED WITH THE COUNTY BOARD WITHIN 30  
DAYS AFTER ISSUANCE" (12 point font-black ink bold-center)

CERTIFICATION  
I hereby certify that the items and/or services above are necessary to this department (or institution) and that the date, no. account & activity numbers indicated above accurately reflect the specific line item requested. Reference is made to the second of said items.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

*Mark Rosenthal*  
BUREAU or DEPARTMENT HEAD

ACCT # \_\_\_\_\_  
DATE \_\_\_\_\_ BY \_\_\_\_\_

# Purchase Requisition

## Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

**Requisition # OR 123022 Contract #**

Open Date

Ship To: 8000019 Animal Control  
 Bridgeview Court Bldg - 5th D  
 10220 South 78th Avenue - 2nd  
 Bridgeview IL 60453

Delivery Instructions:  
 Animal Control Attn: Mark  
 Rosenthal 708-974-6793

Buyer Number 724150 Supervisor 40  
 Bid/Sole Src Code NCR  
 Business Unit 5100585  
 Internal Req Number 16510009  
 Board App Date & Item  
 Requisition Date 2/29/2016  
 Date Needed 2/29/2016

One Time Purchase Yes  No  Covers Need for \_\_\_\_\_ months. Specific Period of time \_\_\_\_\_ thru \_\_\_\_\_ Prior Contract No. \_\_\_\_\_ Expiration Date \_\_\_\_\_ Emergency No. \_\_\_\_\_

Line #	Commodity Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
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PAGES: Exhibit 2  
 3 part colored NCR (no carbon required) left side perforated paper  
 First Sheet: 16lb White CB (coded back)  
 Second Sheet: 14lb Canary CFB (coded front back)  
 Third Sheet: 15lb pink CF (coded front)  
 Font Size: Heading 8 point and Body 7 point  
 Font Color: Blue Ink-286 PMS (Pantone Matching System)  
 Numbering: Each 3 page set should be numbered in the upper right hand corner.  
 First Page Number: 1  
 Second Page Number: 2  
 Third Page Number: 3  
 Deliver Fees shall be included in the unit price.  
 Items will be delivered on as needed basis for 12 months.  
 Previous Purchase 181299 dated 5/7/2012  
 PLEASE REASSIGN TO BARBARA FLOCK AS SHE IS WORKING TO FAST TRACK THIS BID PROCESS.  
 THE MOST RECENT CONTRACT, PO # 193674 M. WELLS PRINTING. THE VENDOR MISINTERPRETED THE SPECIFICATIONS AND CANNOT FULFILL THE CONTRACT.

Total of Items Ordered 9,990.00

**CERTIFICATION**  
 I hereby certify that the items and/or services above are necessary to this department (or institution) and that the description, quantity, unit of measure, and activity numbers indicated above accurately reflect the specific line item purchase authorization approved by the Board of County Commissioners and there is a sufficient appropriation available in the applicable account.

REQUISITIONER Mark Rosenthal  
 BUREAU or DEPARTMENT HEAD

CCA \_\_\_\_\_ APPROVED BUDGETARY ACCOUNT \_\_\_\_\_ PURCHASING USE ONLY

ACCT # \_\_\_\_\_  
 DATE \_\_\_\_\_ BY \_\_\_\_\_